THE WOODLANDS TOWNSHIP

Board of Directors

REGULAR BOARD MEETING

April 25, 2012

MINUTES

THE STATE OF TEXAS § COUNTIES OF HARRIS & MONTGOMERY §

The Board of Directors of The Woodlands Township met in regular session, open to the public, on April 25, 2012 posted to begin at 6:00 PM. The meeting was held in a meeting room at the office of The Woodlands Township, Board Chambers, 2801 Technology Forest Boulevard, The Woodlands, Texas, within the boundaries of The Woodlands Township.

Chairman:

Bruce Tough

Vice Chairman:

Lloyd Matthews

Secretary:

Claude Hunter

Treasurer:

Ed Robb

Directors:

Nelda Luce Blair Tom Campbell Peggy Hausman

President:

Don Norrell

Staff/Advisors:

Alan Benson Kim Cogburn

Mary Connell Karen Dempsey Miles McKinney Mike Page John Powers Monique Sharp Bret Strong Susan Welbes Renee Williford Nick Wolda

STANDARD ITEMS:

1. Pledge of Allegiance;

Director Campbell led the Pledge of Allegiance to the United States flag and Texas State flag.

2. Call meeting to order;

Chairman Tough called the meeting to order at 6:02 p.m. and declared that notice of this meeting was posted 72 hours in advance at the Courthouse of Montgomery and Harris Counties and inside the boundaries of The Woodlands Township at the office building located at 2801 Technology Forest Boulevard, The Woodlands, Texas. As there was a quorum of members present, the Board proceeded to conduct business regarding the following matters.

3. Receive, consider and act upon adoption of the meeting agenda;

VOTING:

Motion by: Claude Hunter moved to adopt the meeting agenda as presented.

Second by: Tom Campbell

The motion passed unanimously.

Directors	YES	NO	ABSTAIN
Tough, Bruce (Chairman)	х		
Matthews, Lloyd (Vice Chairman)	х		
Hunter, Claude (Secretary)	x		
Robb, Ed (Treasurer)	x		
Blair, Nelda Luce (Directors)	x		

Campbell, Tom (Directors)	х	
Hausman, Peggy (Directors)	x	

4. Recognize public officials;

No public officials were recognized.

5. Public comment;

The following individuals provided public comment:

- Paul Lazzaro-51 N. Cochran's Green; commented on Township Election Forum;
- John Risher-176 W. Shadowpoint Circle; commented on agenda item #18 regarding distribution of campaign materials;
- Mike Bass-11 E. Double Green Circle; commented about dead trees in the Montfair neighborhood;
- <u>Ted Stanley-</u>commented on agenda #18 regarding distribution of campaign materials; presented a brief village association report for College Park VA;
- <u>Deborah Sargeant-</u>10913 Fawnlily Dr.; commented on agenda item #17 regarding the Development Standard Committee;
- Amy Lecocq-11114 Falconwing Dr.; commented on The Woodlands incorporation;
- Walter Boyd-made general comments regarding living in The Woodlands and service of Board members

6. Receive an update regarding iPad usage:

William Pham, IT Director for The Woodlands Township, provided a brief tutorial to the Board on how to use their iPad to download meeting information. Board discussion followed.

This item was for information sharing only. No action was taken.

7. Receive and consider the Law Enforcement Report;

Marian Leck, Director of Law Enforcement for The Woodlands Township, presented the following report:

<u>Recognition-</u>Deputy Constable Mike Ruby, Harris County Constable's Office, Precinct 4 was recognized for this efforts in the arrest of 58 burglary of motor vehicle suspects;

MCSO Staffing-currently fully staffed;

<u>Major Events-</u>preparing for law enforcement presence to be at several upcoming events in The Woodlands such as: Ironman, Memorial Day week-end, and Red, Hot & Blue Festival, etc; <u>Watch Talk Wednesday-</u>program on "What Happens When You Call 9-1-1" was held on Wednesday, April 25, 2012;

Statistics- reminder that the Statistics Report is on the Township's website

8. Receive and consider reports from Village Association Representatives;

Reports were provided by the following Village Association (VA) representatives:

<u>College Park VA-President Ted Stanley reported that Directors Matthews and Campbell were presented</u> a Certificate of Recognition and a gift card in recognition of their years of service on The Woodlands Township Board of Directors;

<u>Alden Bridge VA-President Steve Leakey reported that candidates introduced themselves; Sgt. Cassidy provided a law enforcement report; guest speaker was Gil Staley with The Woodlands Economic Development Partnership; announced scholarship winners and will host a reception for them on May 8, 2012; showed photos taken at VA Spring Festival;</u>

<u>Indian Springs VA-</u>President Amy Lecocq noted that the Indian Springs VA joined the Alden Bridge VA for the presentation by Gil Staley; recognized individuals for their community service; awarded five scholarships that are given based on community service;

<u>Panther Creek VA-President Everett Ison reported that the Flea Market was successful; Annual Picnic will take place on June 16, 2012 at Ridgeway Park; candidates introduced themselves;</u>

<u>Sterling Ridge VA-</u>Anthony Fasone reported that the Public Relations Committee will meet on Saturday, April 28, 2012 to plan electronic media; concern about water wells being drilled; participating in 4th of July Parade; Barbeque Cook Off will be held on September 15, 2012;

<u>Grogan's Mill VA-President Deborah Sargeant announced new Board members; scholarships given to all the schools in Grogan's Mill;</u>

Creekside Park VA-no report;

Cochran's Crossing VA-no report

Receive, consider and act upon a proclamation in support of National Police Week;

Vice Chairman Matthews read a proclamation in support of National Police Week.

VOTING:

Motion by: Lloyd Matthews moved to proclaim the week of May 13-19, 2012 as National Police Week

in The Woodlands Township.
Second by: Claude Hunter

The motion passed unanimously.

Directors	YES	NO	ABSTAIN
Tough, Bruce (Chairman)	х		
Matthews, Lloyd (Vice Chairman)	x		
Hunter, Claude (Secretary)	x		
Robb, Ed (Treasurer)	x		
Blair, Nelda Luce (Directors)	x		
Campbell, Tom (Directors)	x		
Hausman, Peggy (Directors)	x		

A proclamation in support of National Police Week is attached hereto as Exhibit "A."

CONSENT AGENDA:

10. Receive, consider and act upon the Consent Agenda;
(This agenda consists of non-controversial or "housekeeping" items required by law. One motion with modifications, if applicable, approves for action, all items contained within the Consent Agenda. Items may be moved from the Consent Agenda to the Regular Agenda by any Board Member making such request prior to a motion and vote.)

Consent Agenda Items:

- a) Receive, consider and act upon approval of the minutes of the March 22, 2012 Board Workshop and the March 28, 2012 Regular Meeting of the Board of Directors of The Woodlands Township;
- b) Receive, consider and act upon an annual survey of prevailing wage rates and scale for construction projects and adopt a resolution in connection therewith;
- c) Receive, consider and act upon a housing agreement with Montgomery County Hospital District and Cypress Creek Emergency Medical Service;

VOTING:

Motion by: Claude Hunter moved to approve the Consent Agenda.

Second by: Nelda Luce Blair

The motion passed unanimously.

Directors	YES	NO	ABSTAIN
Tough, Bruce (Chairman)	х		
Matthews, Lloyd (Vice Chairman)	x		
Hunter, Claude (Secretary)	x		
Robb, Ed (Treasurer)	x		
Blair, Nelda Luce (Directors)	x		
Campbell, Tom (Directors)	x		
Hausman, Peggy (Directors)	x		

A Resolution Adopting Prevailing Wage Rate Scale for Construction Projects is attached hereto as Exhibit "B."

11. BRIEFINGS:

There were no briefing items.

REGULAR AGENDA:

12. REGULAR AGENDA:

13. Receive, consider and act upon the financial report;

Monique Sharp, Assistant General Manager of Finance & Administration for The Woodlands Township, presented The Woodlands Township Financial Report. The Board was referred to handout material containing the General Purpose Statements as of and for the three months ended March 31, 2012. After a review of the combined Financial Statements and Monthly Investment Report, a report on the General Fund vs. Actual was presented. Ms Sharp then reported on sales tax collections, hotel occupancy tax collections, and property collections. Board discussion followed.

VOTING:

Motion by: Claude Hunter moved to accept the financial report as presented.

Second by: Tom Campbell

The motion passed unanimously.

Directors	YES	NO	ABSTAIN
Tough, Bruce (Chairman)	х		
Matthews, Lloyd (Vice Chairman)	x		
Hunter, Claude (Secretary)	x		
Robb, Ed (Treasurer)	x		

Blair, Nelda Luce (Directors)	х	
Campbell, Tom (Directors)	x	
Hausman, Peggy (Directors)	х	

The Financial Report is attached hereto as Exhibit "C."

14. Receive, consider and act upon the award of bid for the HR/Payroll software;

Susan Welbes, Human Resources Director for The Woodlands Township, presented background information on this item with a recommendation that the Board approve selection of Paycom as The Woodlands Township Payroll and Human Resources software provider and authorize the President/General Manager to execute the Payroll Service Agreement.

VOTING:

<u>Motion by</u>: Lloyd Matthews moved to approve selection of Paycom as The Woodlands Township Payroll and Human Resources software provider and authorize the President/General Manager to execute the Payroll Service Agreement.

Second by: Nelda Luce Blair

The motion passed unanimously.

Directors	YES	NO	ABSTAIN
Tough, Bruce (Chairman)	х		
Matthews, Lloyd (Vice Chairman)	x		
Hunter, Claude (Secretary)	x		
Robb, Ed (Treasurer)	х		
Blair, Nelda Luce (Directors)	x		
Campbell, Tom (Directors)	x		
Hausman, Peggy (Directors)	х		

15. Receive, consider and act upon approving the time for the May 30, 2012 meeting regarding seating of the new Board of Directors and Election of Officers;

VOTING:

Motion by: Ed Robb moved to approve 1:30 p.m. as the time set for the May 30, 2012 Board Meeting at which Directors will be seated and officers elected.

Second by: Peggy Hausman

The motion passed unanimously.

Directors	YES	NO	ABSTAIN
Tough, Bruce (Chairman)	х		
Matthews, Lloyd (Vice Chairman)	x		
Hunter, Claude (Secretary)	x		
Robb, Ed (Treasurer)	x		
Blair, Nelda Luce (Directors)	x		
Campbell, Tom (Directors)	x	ļ	
Hausman, Peggy (Directors)	x		
Hausman, Peggy (Directors)	x		

16. Receive, consider and act upon approving the time for the June 28, 2012 Board Strategic Planning Meeting;

VOTING:

Motion by: Claude Hunter moved to approve 8 a.m. until noon as the time set for the June 28, 2012

Board Strategic Planning Meeting. Second by: Peggy Hausman

The motion passed unanimously.

Directors	YES	NO	ABSTAIN
Tough, Bruce (Chairman)	х		
Matthews, Lloyd (Vice Chairman)	x		
Hunter, Claude (Secretary)	x		
Robb, Ed (Treasurer)	x		
Blair, Nelda Luce (Directors)	x	·	
Campbell, Tom (Directors)	x		
Hausman, Peggy (Directors)	x		

17. Receive, consider and act upon appointment of new member to the Development Standards Committee (DSC);

John Powers, Assistant General Manager of Community Services for The Woodlands Township, presented a brief review of this item and then called on Danie van Loggerenberg, DSC candidate, to make a presentation to the Board. Following Mr. van Loggerenberg's presentation, the Board was given an opportunity to ask questions of the candidate.

Next, paper ballots were distributed to the Board and then each member was asked to vote for one of three candidates who submitted an application to serve out a vacancy on the Development Standards Committee.

Following the vote, written ballots were collected and the votes were tallied. It was announced that Mr. van Loggerenberg received four votes and Daniel Wallace received three votes. Mr. van Loggerenberg was appointed by the Board to serve the remaining term of a vacant position on the DSC.

Board discussion followed with Director Hausman requesting that the Board have public discussion regarding the relationship between The Woodlands Township and the DSC.

Ballots and a tally sheet are attached hereto collectively as Exhibit "D."

18. Receive, consider and act upon an amendment to Resolution No. 020-10 to clarify distribution of campaign materials;

Don Norrell used a PowerPoint presentation to provide an overview of this item. Board discussion followed Mr. Norrell's presentation.

Feedback on a building use policy was also received from the Board. This matter will be brought back in May for further discussion.

VOTING:

<u>Motion by</u>: Peggy Hausman moved to amend Resolution No. 020-10 to permit the Village Associations to allow candidates to distribute campaign materials at Village Association meetings that are held at The Woodlands Township's office building.

Second by: Tom Campbell

<u>Note:</u> Director Campbell then moved to amend Ms. Hausman's motion to include limiting distribution of campaign materials through May 31, 2012. Ms. Hausman accepted the amendment to her original motion.

The amended motion passed by a vote of 4-3.

Directors	YES	NO	ABSTAIN
Tough, Bruce (Chairman)		х	
Matthews, Lloyd (Vice Chairman)		х	
Hunter, Claude (Secretary)	x		
Robb, Ed (Treasurer)	x		
Blair, Nelda Luce (Directors)		x	
Campbell, Tom (Directors)	x		
Hausman, Peggy (Directors)	x		

CLOSED MEETING (if applicable)

19. Recess to Executive Session to discuss matters relating to real property pursuant to §551.072, Texas

Government Code; deliberation of economic development negotiations pursuant to §551.087, Texas Government Code; discuss personnel matters pursuant to §551.074, Texas Government Code; and to consult with The Woodlands Township's attorney pursuant to §551.071, Texas Government Code;

Chairman Tough announced that there was no need for Executive Session.

20. Reconvene in Public Session;

Not necessary.

DISCUSS FUTURE AGENDA / ANNOUNCEMENTS:

21. Consideration of items to be placed on the agenda for next month's meeting;

<u>Director Hausman</u> requested a legal opinion on the relationship between the Township and the DSC and further discussion on the Township's building policy.

<u>Vice Chairman Matthews</u> requested an update on the facilities study including athletic facilities as well as an update on the ice rink.

<u>Secretary Hunter</u> inquired if the results from the Governance Forum online feedback submissions could be moved to the May meeting instead of the June meeting.

22. Board announcements;

<u>Director Blair</u> announced that she had voter registration cards for anyone who wanted to register to vote in the May 29, 2012 Primary Election. The deadline to register to vote for the Primary Election is April 30, 2012.

23. Public comment, and;

Everett Ison-commented on agenda item #18.

24. Adjournment.

VOTING:

Motion by: Ed Robb moved to adjourn the meeting at 8:06 p.m.

Second by: Claude Hunter

The motion passed unanimously.

Directors	YES	NO	ABSTAIN
Tough, Bruce (Chairman)	х		
Matthews, Lloyd (Vice Chairman)	x		
Hunter, Claude (Secretary)	x		
Robb, Ed (Treasurer)	x		
Blair, Nelda Luce (Directors)	х		
Campbell, Tom (Directors)	x		
Hausman, Peggy (Directors)	x		



Claude Hunter Secretary, Board of Directors

EXHIBIT OMISSIONS*

EXHIBIT "A"

EXHIBIT "B"

EXHIBIT "C"

EXHIBIT "D"

*To view Exhibits, please contact the Records Management Analyst at 281-210-3800.